

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.

2231

PAGE NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

1 of 4

Towson University

Administration & Finance / University Police

AGENCY

SUPERSEDES SCHEDULE 1151-53

DIVISION

Item No.	Description	Retention
1	GENERAL FILES: Includes general correspondence for the entire University Police. Contains internal and external correspondence, original incoming and copies of outgoing correspondence, reports, memoranda, statistics, proposed programs, special projects, and substantive data concerning the operation of the office that maintains it.	Screen annually & destroy material for which no further reference is required. Remaining material having continuing administrative, legal, or historical value related to the development of the agency, to be microfilmed or kept on paper by the office of record for 25 years, then destroy.
1 (a)	BUDGET FILES: Files related to fiscal matters. Includes report of transactions for each month for all accounts, working budget for full time salary.	Retain 3 yr. then destroy
1 (b)	LEAVE FILES: Files relating to leave requests and balances of employees.	Retain 3 yr. then destroy
1 (c)	PAYROLL FILES: Files related to payroll matters. Includes time sheets, overtime authorization forms, statements of payroll charges.	Retain 3 yr. then destroy
1 (d)	MOTORIST ASSISTANCE LIABILITY WAIVERS: Signed documents releasing the University Police from liability when assisting motorists unlocking or starting a vehicle.	Retain 1 yr. then destroy
1 (e)	OPERATIONS ORDERS: Documents tracking the assignment of personnel to special events.	Retain 3 yr. then destroy
1 (f)	DR-15A ISSUANCE LEDGER: Record of assignment of DR-15A books to officers.	Retain 3 yr. then destroy
1 (g)	VEHICLE REPORTS: Records of vehicles towed or impounded by the agency.	Retain 3 yr. then destroy
1 (h)	PROPERTY RECORDS: Documents of possession and disposition of property and evidence obtained by the agency.	Retain 3 yr. or until court case is disposed, whichever is later, then destroy.
UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000 AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.		
IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.		

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission12/11/01
DateBernard J. Bert
SignatureDIRECTOR
OF
PUBLIC SAFETY
TitleJAN 09 2003
DateEdward C. Papenfuss
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

supersedes schedule 1151-53

SCHEDULE NO.
2231

PAGE NO.
2 of 4

Item No.	Description	Retention
1 (i)	REQUEST FOR LABORATORY ANALYSIS (MSP 67-67A): Requests and custody documents to the Maryland State Police for evidence analysis.	Retain 3 yr. or until court case is disposed, which ever is later, then destroy.
1 (j)	ACCREDITATION FILES: File folders containing CALEA standards, status reports, and proofs of compliance for purposes of international accreditation.	Retain 1 yr. after subsequent reaccreditation then destroy.
1 (k)	SHIFT CONDITION REPORTS: Record of on-duty personnel, equipment, & vehicles.	Retain 1 yr. then destroy.
1 (l)	TRAFFIC CITATION TRANSMITTALS: Records showing transmittal of issued traffic citations to the courts.	Retain 1 yr. then destroy.
1 (m)	SUBMITTED UNIFORM CRIME REPORTS: Statistical information submitted to the Federal Bureau of Investigation on a monthly basis.	Retain 5 yr. then destroy.
1 (n)	WARNINGS: Written warnings issued to motorists.	Input into RMS, retain original 1 yr, then destroy.
1 (o)	TRESPASS FILES: Trespass advisement and denial notices, letters and documents pertaining to denials of access to university property.	Input into RMS, retain paper originals of denials until expiration, then destroy.
1 (p)	FIELD INTERVIEW REPORTS: Documents describing non-criminal field contacts.	Input into RMS, retain original 1 yr. then destroy.
1 (q)	RADIO LOGS: Handwritten logs of radio transmissions. (Obsolete system. Of no further use.)	Destroy after scheduled approved.
1 (r)	TELEPHONE LOGS: Hand written logs of phone calls. (Obsolete system. Of no further use.)	Destroy after scheduled approved.
1 (s)	COMPLAINT CONTROL CARDS: Machine punched cards of case events and times. (Obsolete system. Of no further use.)	Destroy after scheduled approved.
1 (t)	COMPLAINT CONTROL LEDGER: Hand written ledger of events reported to agency in chronological order. (Obsolete system. Of no further use.)	Destroy after scheduled approved.
2	POLICE ENFORCEMENT FILES: Includes various reports and documents pertaining to reporting and investigating criminal activities, administrative violations, and enforcement activities taken by agency officers.	As described herein.
2 (a)	CRIMINAL REPORTS: Report, statements, photographs, and other documents pertaining to criminal matters reported to the agency.	Retain 75 yr. then destroy.
2 (b)	CRIMINAL INVESTIGATIVE FILES: Contains copies or duplicates of criminal reports, witness statements, analysis reports, etc., contained in criminal report case files. Also contains original investigative notes and correspondences, and documents detailing activities of criminal investigators.	Submit to Records Unit after 3 yr., Copies of documents in original case files will be destroyed. Original materials placed in criminal report files for 75 yr. retention prior to destruction.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE NO.
2231PAGE NO.
3 of 4

supersedes schedule 1151-53

Item No.	Description	Retention
2 (c)	ARREST RECORDS - ADULT: Reports of criminal arrests of people over the age of 18. Includes citations in lieu of arrest.	Retain until arrestees are 75 years old or until 12 years after arrests, which ever is later, then destroy.
2 (d)	ARREST RECORDS - SEALED: Records sealed by court order. Sealed records cannot be opened by court order unless upon good cause shown.	Retain 3 yr., then destroy.
2 (e)	ARREST RECORDS - JUVENILE: All criminal records and documents pertaining to arrests of persons under 18.	Retain 12 yr. beyond date of last entry, then destroy.
2 (f)	ACCIDENT REPORTS: Copies of reports sent to the Maryland State Police of motor vehicle accidents investigated by agency officers.	Retain 10 yr., then destroy.
2 (g)	DWI REPORTS: Reports & documents pertaining to arrests made for drunk or drugged driving.	Retain 10 yr., then destroy.
2 (h)	INCIDENT REPORTS: Reports and documents relating to non-criminal incidents reported to the agency.	Retain 10 yr., then destroy.
2 (i)	TRAFFIC CITATIONS: Copies of moving citations issued by officers.	Input into RMS, retain copy 1 yr. or until case is disposed of, which ever is later, then destroy.
2 (j)	PARKING CITATIONS: Copies of parking citations issued by officers.	Input into RMS, retain copy 1 yr. or until case is disposed of, which ever is later, then destroy.
2 (k)	ARREST LEDGER: Handwritten, chronological listing of all criminal arrests made by the agency.	Input into RMS, then destroy.
2 (l)	JUDICIAL AFFAIRS REFERRALS: Copies of administrative, disciplinary referrals sent to the Office of Judicial Affairs. (Obsolete system. Of no further use.)	Destroy after schedule is approved.
2 (m)	BUREAU OF IDENTIFICATION CARDS: Index file cards containing information suspects, victims, witnesses, complainants, and persons arrested.	Enter most recent 3 yr. into RMS, microfilm most recent 10 years, then destroy.
3	HUMAN RESOURCES FILES: Includes various records and documents pertaining to human resource activities conducted by the agency.	As described herein.
3 (a)	BACKGROUND INVESTIGATION FILES - APPLICANTS: Files pertaining to investigations into the backgrounds of persons who applied for employment with the agency, but were not hired.	Retain 10 yr. from investigation date, then destroy.
3 (b)	BACKGROUND INVESTIGATION FILES - EMPLOYEES: Files pertaining to the hiring and investigations into the backgrounds of persons who were hired by the agency.	Retain 10 yr. from date of separation, then destroy.
3 (c)	TRAINING FILES: Examinations, scores, training orders, certifications, documents, etc., of employees' training experiences and activities.	Retain examinations 10 yr. then destroy. Retain remaining file 10 yr. from date of separation, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.

2231

PAGE NO.

4 of 4

supersedes schedule 1151-53

Item No.	Description	Retention
3 (d)	INTERNAL AFFAIRS FILES: Reports and documents pertaining to the investigation of complaints against agency personnel.	Retain 10 yr. after employee separation, then destroy.
3 (e)	PERSONNEL FILES: Internally maintained, copies of files pertaining to current and former employees containing paperwork relating to hiring, certificates, awards, disciplinary actions, etc. Originals maintained by the Office of Human Resources.	Destroy upon employee's separation from the agency.

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.

2232

PAGE NO.

1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON UNIVERSITY

MAIL SERVICES

AGENCY

SUPERSEDES SCHEDULE 1131

DIVISION

Item No.	Description	Retention
1	GENERAL FILES: Correspondence, memos, budget records, proposals, special projects, invoices, staff files, receipts, purchase orders, vouchers, postal bulletins, overtime authorizations, property control and inventory records.	Screen annually. Destroy material requiring no further reference.
2	US POSTAL SERVICE FINANCIAL RECORDS: Business reply receipts, postage due receipts, bulk mail statements (ps3602), postage meter setting records, daily financial report (ps1412), monthly bulk mail useage statement (ps3609).	3 years then destroy.
3	TOWSON UNIVERSITY POSTAL REPORTS: Daily cash drawer audit sheet, monthly postage useage report, monthly financial and operational rpt.	3 years then destroy.
<p>UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.</p> <p>IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.</p>		

Schedule Approved by Department,
Agency, or Division Representative8/15/01
Date

Signature

mgr.
TitleSchedule Authorized by
Hall of Records CommissionJAN 22 2003
DateEdward C. Papenfort
State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.

2233

PAGE NO.

1 of 1.

RECORDS RETENTION AND DISPOSAL SCHEDULE

TOWSON UNIVERSITY

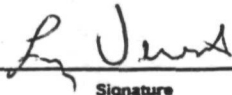
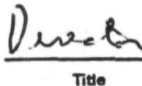
PRINTING & DUPLICATING SERVICES

AGENCY

SUPERSEDES SCHEDULE 1132

DIVISION

Item No.	Description	Retention
1	<u>General Files:</u> Correspondence, Memo, Budget Records, Proposals, Special Projects, Invoices, Staff Files, Forms, Receipts, Purchase Orders, Packing Slips, Delivery Tickets, Property Control Action Requests, Material Management Inter-Dept. Dispatch, Receiving Reports, Central Stores Requisitions.	Screen annually. Destroy materials requiring no further reference. Remain material of administrative, legal or historical value held for 25 years, then destroyed.
2	<u>Printing Services Work Request:</u> White copy of completed and billed work.	Retain for 3 years then destroy
3	<u>Printing Services Quick Copy Request:</u> White copy of completed and billed work.	Retain for 3 years then destroy
4	<u>Printing Services Computer Printouts:</u> Production Reports, Stock Usage Report, Transactions by Department, Job Costs, Account Statements.	Retain for 5 years then destroy
5	<u>Printing Services Computer Print Outs:</u> Open Print Orders, Personal Print Orders, Purged Print Orders, Press Reports.	Retain for 3 years then destroy
6	<u>Photocopy Computer Printouts:</u> Department Report, User Report, Invoice Report, Vendor Report, Account Statement, Year to Date Report.	Retain for 3 years then destroy
UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.		
IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.		

Schedule Approved by Department,
Agency, or Division Representative7/31/01
Date
Signature
TitleSchedule Authorized by
Hall of Records CommissionJAN 22 2003
Date
State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.

2234

PAGE NO.

1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Towson University, Administration & Finance - Facilities Management/ Finance & Administrative Serv.

AGENCY

SUPERSEDES SCHEDULE 1133

DIVISION

Item No.	Description	Retention
1	<p>General Correspondence:</p> <p>Subject arrangement of original incoming copies of outgoing letters, memos, reports, meeting minutes, directives, contractual information, studies, policies and other miscellaneous papers. Accounting files to include: transmittals, overtime reports, budget schedules, invoices/bills, purchase orders, and visa procurement card statements.</p>	<p>Screen annually. Destroy that material no longer needed for current business. Retain permanently directive and other materials relating to planning and policy that illustrates the development of this office. For eventual transfer to school archives.</p> <p>Accounting files - Retain for five (5) years or until audit requirements have been fulfilled then destroy.</p>
<p>UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY-FEDERAL RELATED DOCUMENTS UNDER \$25,000 AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25, 000.</p> <p>IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.</p>		

Schedule Approved by Department,
Agency, or Division Representative

9/14/01

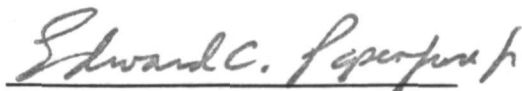
Date


SignatureAssoc.
V.P.

Title

Schedule Authorized by
Hall of Records Commission

JAN 22 2003


Edward C. Saperstein

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.

2235

PAGE NO.

1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Towson University

Administration & Finance/ Facilities Management/Contract Services

AGENCY

SUPERSEDES SCHEDULE 1134

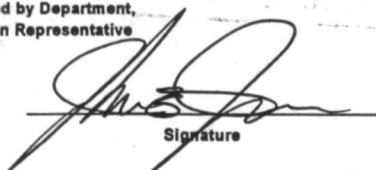
DIVISION

Item No.	Description	Retention
1	<p>General Correspondence:</p> <p>Subject arrangement of original incoming copies and outgoing letters, memorandums, reports, meeting minutes, directives, contractual information, studies, policies and other miscellaneous papers relating to this office.</p>	<p>Screen annually. Destroy that material no longer needed for current business. Retain permanently directives and other materials relating to planning and policy that illustrates the development of this office. For eventual transfer to school archives.</p>
2	<p>Services Contract Specification & Folder:</p> <p>Contain actual contract, related letters, times and schedules of coverage and copies of bills and dates of payments.</p>	<p>Retain life of contract plus 3 years, then destroy.</p>
<p>UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000 AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.</p> <p>IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.</p>		

Schedule Approved by Department,
Agency, or Division Representative

9/14/01

Date


Signature

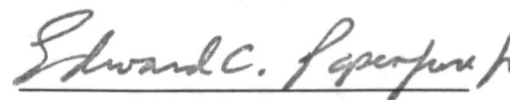
Assoc.
V.P.

Title

Schedule Authorized by
Hall of Records Commission

JAN 22 2003

Date


State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.

2236

PAGE NO.

1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Towson University

Administration & Finance/Facilities Management/Work Control

AGENCY

SUPERSEDES SCHEDULE 1135

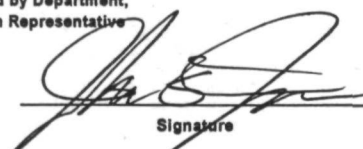
DIVISION

Item No.	Description	Retention
1	General Correspondence: Daily logs, key logs, overtime authorizations, daily assignment sheets, back-charged projects, work orders	Retain for five (5) years then destroy.
<p>UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000 AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.</p> <p>IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.</p>		

Schedule Approved by Department,
Agency, or Division Representative

9/14/01

Date



Signature

Assoc.
V.P.

Title

Schedule Authorized by
Hall of Records Commission

JAN 22 2003

Date



State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.

2237

PAGE NO.

1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Towson University

Administration & Finance/Facilities Management/Transportation

AGENCY

SUPERSEDES SCHEDULE 1136

DIVISION

Item No.	Description	Retention
1	General Correspondence: Subject arrangement of original incoming copies of outgoing letters, memos, reports, meeting minutes, directives, contractual information, studies, policies and other miscellaneous papers.	Screen annually. Destroy that material no longer needed for current business. Retain permanently directive and other materials relating to planning and police that illustrates the development of his office. For eventual transfer to school archives.
2	Driver Clearance, Record and Acknowledgement	Retain until individual is no longer associated or needed to drive for the University at any level. Then destroy.
3	Financial Documents: Transportation requests, log sheets, escrow information, invoices, transmittal sheets, and additional financial based information as well as accident information.	Retain for five (5) years or until audit requirements have been fulfilled then destroy.
4	Vehicle Information: Maintenance reports, vehicle manuals, and other vehicle specific information	Retain for life of equipment then destroy.

UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000 AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.

IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.

Schedule Approved by Department,
Agency, or Division Representative

9/14/01

Date

Signature

Assoc.

V.P.

Title

Schedule Authorized by
Hall of Records Commission

JAN 22 2003

Date

State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.

2238

PAGE NO.

1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Towson University - Administration & Finance/Operations & Maintenance/ Facilities Management: Grounds Department

AGENCY

SUPERSEDES SCHEDULE 1151-6

DIVISION

Item No.	Description	Retention
1	General Correspondence, memos, projects, contractual matters, special projects and other miscellaneous files.	Screen annually & held 2 years plus current fiscal year then destroy.
2 A	Grounds Files Sign inventory - inventory of current signs in-stock for campus use i.e. stop signs, building, one-way, no parking, etc.	Update monthly, discarded as changes are made annually.
B	Soil Tests - test results from University of MD laboratory on soil conditions of campus athletic fields, and general turf.	3 Years plus current fiscal year then destroy.
C	Pesticides Application - records of application of pesticides on campus.	3 Years plus current fiscal year then destroy.
D	Landscape file - blueprints of building landscaping as well as general grounds landscaping.	Permanent file.
E	Miscellaneous - information on grounds-related specifications i.e. seeding, plant selection, calibrations, grounds equipment, etc.	Updated yearly-4 years plus current fiscal year then destroy.
F	Tree Maintenance Files - maps and schedules of on-going campus tree maintenance i.e. pruning, spraying, etc.	Updated yearly-4 years plus current fiscal year then destroy.
UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000 AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.		
IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.		

Schedule Approved by Department,
Agency, or Division Representative

9/19/01

Date

Signature

Assoc.
V. P.

Title

Schedule Authorized by
Hall of Records Commission

JAN 22 2003

Date

State Archivist

DEPARTMENT OF GENERAL SERVICES

Records Management Division

SCHEDULE NO.

2239

PAGE NO.

1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Towson University

Adm. & Finance - Property Records

AGENCY

SUPERSEDES SCHEDULE 1151-15

DIVISION

Item No.	Description	Retention
1	General Files Correspondence Staff Files Purchase Order	Screen Annually Destory Materials Requiring No Further Reference
2	Property Records, Non-Permanent Physical Inventory Records Department Reports Engraving Verification Cards Moving Request Files Storeroom Logs Property Control Action / Work Requests Fiscal Year End Reports Tagging Confirmation Records Disposal Records Transaction Records	Retain For 3 Years, then destro " " " " 10 Years then des " " "
3	Property Records, Permanent Fixed Asset Inventory System	Permanent
UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000. IF INSTITUTION(TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.		

Schedule Approved by Department,
Agency, or Division Representative

9/12/01

Date


Signature

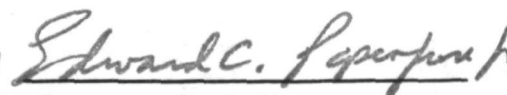
MANAGER

Title

Schedule Authorized by
Hall of Records Commission

JAN 22 2003

Date


State Archivist

State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.

2240

PAGE NO.

1 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE

Towson University - Office of Student Affairs / VP

AGENCY

DIVISION

Item No.

Description

Retention

SUPERSEDES SCHEDULE 1151-25

See attached

UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.

IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.

Schedule Approved by Department,
Agency, or Division Representative

8/3/01 *Gail Parker*

Date

Signature

*Vice President
Student Affairs*

Title

Schedule Authorized by
Hall of Records Commission

JAN 22 2003

JAN 22 2003

Date

Edward C. Papenfuss

State Archivist

Towson University

Office Of Student Affairs

- | | | |
|---|--|--|
| 1 | <u>UNIVERSITY COMMITTEE FILES</u>
Minutes of meetings, upcoming events, statistics.
(Needed to be well informed as to what
happening around campus.) | Retain for three years
then destroy |
| 2 | <u>PROFESSIONAL ASSOCIATION FILES</u>
Letters and general information of professional
organizations to which the Vice President for
Student Affairs belongs. | Retain for three years
then destroy |
| 3 | <u>JOB APPLICANT FILES</u>
Resumes and cover letters of people applying for
jobs. | Retain for three years or
until audit requirements
have been fulfilled. Then
destroyed. |
| 4 | <u>STUDENT FILES</u>
General correspondence, copy of transcripts,
congratulatory letters, letters from faculty
advising students of failing grades, missed work
etc. | Retain for three years
then destroy. |
| 5 | <u>NEWSLETTER FILES</u>
Copies of newsletters from different
organizations and departments on campus. | Retain for one year then
destroy. |
| 6 | <u>TU INDIVIDUAL DEPARTMENT FILES</u>
Files with correspondence sent from various
departments on campus. | Retain for three years
then destroy. |
| 7 | <u>STAFF FILES – DIVISION OF STUDENT
AFFAIRS</u>
Files kept for each merit, unclassified and
contractual employee with resumes yearly
evaluations, etc. | Five years after
termination of employee
then destroy. |
| 8 | <u>APPOINTMENT FILE</u>
Calendar of appointments for Dr. Paul Parker,
Vice President for Student Affairs. | Retain for one year then
destroy. |

- | | | |
|-------|---|---|
| 9 | <u>PRESIDENTIAL FILES</u>
General Information from the Presidents Office,
Board of Trustees, State Board of Higher
Education, etc. | Retain for three years
then destroy. |
| 10 | <u>COMMUNITY ORGANIZATION FILES</u>
Information on what is happening in the
community that might be of interest to our
students. | Retain for three years
then destroy. |
| 12 // | <u>STUDENT GOVERNMENT ASSOCIATION
FILE</u>
Information on what is happening concerning the
different organizations that the SGA sponsors. | Retain for three years
then destroy. |
| 13 12 | <u>EMPLOYEE EVALUATION FILES</u>
Yearly evaluations of all employees in the
Division of Student Affairs. | Retain for three years
then destroy. |

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO.
2241

PAGE NO.
1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

Towson University

Institutional Advancement

AGENCY

SUPERSEDES SCHEDULE 1151-29

DIVISION

Item No.	Description	Retention
1	<p><u>General Correspondence:</u></p> <p>These files include subject arrangement of original incoming, copies of outgoing letters, memoranda, reports, meeting minutes, directives, policies and other miscellaneous papers.</p>	<p>Screen annually. Destroy material over three years old which is no longer pertinent. Any materials relative to development of the department or the university are transferred to history file for permanent retention.</p>
2	<p><u>Personnel:</u></p> <p>A file is kept on each individual employed in the department.</p>	<p>Retain an active file until employee is no longer employed; then transfer to inactive files for 3 years; then destroy.</p>
3	<p><u>Donor Files:</u></p> <p>Includes alphabetical arrangement of all incoming and outgoing correspondence relative to the donation and acceptance of any miscellaneous gifts to the university. Also includes chronological files for donations made to the library and university scholarships.</p>	<p>Screen annually. Retain for five years; any records having historical value are transferred to history file for permanent retention.</p>
<p>UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.</p> <p>IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.</p>		

Schedule Approved by Department,
Agency, or Division Representative

8/6/01

Date

Vance Gipe

Signature

Assoc. VP

Title

Schedule Authorized by
Hall of Records Commission

JAN 22 2003

Date

Edward C. Papenfuss

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. 2241

PAGE NO. 2 of 2

Item No.	Description	Retention
4	<p><u>Reference Files:</u></p> <p>These files include education materials, journals, speeches and information from meetings used as resource materials.</p>	<p>Screen annually. Destroy material which has no further value; retain all other no longer than five years; then destroy.</p>

DEPARTMENT OF GENERAL SERVICES

Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO.
2242PAGE NO.
1 OF 1

TOWSON UNIVERSITY INSTITUTIONAL ADVANCEMENT - WORLD MUSIC CONGRESSES

AGENCY		DIVISION
Item No	Description	Retention
1	General Files: Correspondence, Memos, Budget Records, Proposals, Special Projects, Invoices, Staff Files, Forms, Receipts, Purchase Orders	Screen annually. Destroy materials requiring no further reference. Remaining material of administrative, legal, or historical value held for 25 years, then destroyed.

UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS. THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS. THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.

IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.

Schedule Approved by Department,
Agency, or Division Representative

9/24/01

Date

Executive
Director,
World Music
Congresses

Helene Brengale

Signature

Title

Schedule Authorized by
Hall of Records Commission

FEB 05 2003

Date

Edward C. Saperstein

State Archivist

CIAT

DGS-688-1
REV. 6/78DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE NO.
2243

PAGE NO.

1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Center for Instructional Advancement and Technology

AGENCY Towson University

DIVISION Academic Affairs

Item No.	Description	Retention
1	General Files: Correspondence, Memo, Budget Records, Staff Files.	Screen annually. Destroy material no longer needed. Remaining material held for 3 years. Then Destroy

UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.

IF INSTITUTION (TOWSON UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.

Schedule Approved by Department
Agency, or Division Representative8/20/01 *Debra D. Holland*
Date Signature*Exp. Dir.*
CIAT
TitleSchedule Authorized by
Hall of Records Commission

FEB 05 2003

Date

State Archivist

PS-94